

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1 12	
1. REQUEST NO. MDA220-03-T-0016	2. DATE ISSUED 18-Mar-2003	3. REQUISITION/PURCHASE REQUEST NO. SYSAR03RA014	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY DFAS ASD ARLINGTON 1931 JEFFERSON DAVIS HWY STE 4950 ARLINGTON VA 22240-5291			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE		
			7. DELIVERY [X] FOB [] OTHER DESTINATION <i>(See Schedule)</i>		
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> LOIS M. BYRNE (703) 607-0573			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> SEE SCHEDULE Phone: FAX:		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE					
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 02-Apr-2003					
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE <i>(Include applicable Federal, State, and local taxes)</i>					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE					
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS No. (%)
NOTE: Additional provisions and representations [] are [] are not attached.					
13. NAME AND ADDRESS OF QUOTER <i>(Street, City, County, State, and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
			16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		TELEPHONE NO. <i>(Include area code)</i>

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001

Base Year

FFP - Anticipated Period of Performance for the Base Year is April 16, 2003 through April 15, 2004.

PURCHASE REQUEST NUMBER SYSAR03RA014

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001AA

Services

FFP - Services to be provided during the Base Year of the delivery order. Offerors are to propose labor categories from their Schedule 70 General Services Administration (GSA) Schedule contract to perform the requirement as shown in the Statement of Objectives (SOO)(Attachment 1).

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		7,866.00			

Travel

FFP - All Offerors must use this amount for the travel for the Base Year of the delivery order. Travel is reimbursable. This amount will include the Offeror's General and Administrative (G&A) fees.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC		1,000.00			

Other Direct Costs (ODCs)

FFP - All Offerors must use this amount for the Other Direct Costs (ODCs) for the Base year of the delivery order. Other Direct Costs (ODCs) are reimbursable. This amount will include the Offeror's General and Administrative (G&A) fees.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002			Each		

Option Year

FFP - Anticipated Period of Performance for the Option Year is April 16, 2004 through April 15, 2005.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002AA

FFP - Services to be provided during the Option Year of the delivery order. Offerors are to propose labor categories from their Schedule 70 General Services Administration (GSA) Schedule contract to perform the requirement as shown in the Statement of Objectives (SOO)(Attachment 1).

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002AB

7,866.00

Travel

FFP - All Offerors must use this amount for the travel for the Option Year of the delivery order. Travel is reimburseable. This amount will include the Offeror's General and Administrative (G&A) fees.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AC		1,000.00			

Other Direct Costs (ODCs)

FFP - All Offerors must use this amount for the Other Direct Costs (ODCs) for the Base year of the delivery order. Other Direct Costs (ODCs) are reimburseable. This amount will include the Offeror's General and Administrative (G&A) fees.

NET AMT

SECTION E Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A
0001AA	N/A	N/A	N/A	N/A
0001AB	N/A	N/A	N/A	N/A
0001AC	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A
0002AA	N/A	N/A	N/A	N/A
0002AB	N/A	N/A	N/A	N/A
0002AC	N/A	N/A	N/A	N/A

SECTION F Deliveries or Performance

DELIVERY INFORMATION

CLINS	DELIVERY DATE	UNIT OF ISSUE	QUANTITY	FOB	SHIP TO ADDRESS
0001		Each			
0001AA				Dest.	
0001AB			7,866.00	Dest.	
0001AC			1,000.00	Dest.	
0002		Each			
0002AA				Dest.	
0002AB			7,866.00	Dest.	
0002AC			1,000.00	Dest.	

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

252.204-7004 Required Central Contractor Registration

NOV 2001

SECTION L Instructions, Conditions and Notices to Bidders

1. Information About Ordering Process and Consideration of Quotes: This Request for Quotation (RFQ) seeks quotations for a requirement that has been set aside for small businesses that hold General Services Administration (GSA) Group 70 Information Technology Schedule contracts. The requirement is to support the Defense Cash Accountability System (DCAS), Security Certification & Accreditation, in areas described the Statement of Objectives (SOO).
2. Basis for Selection: The Contracting Officer will select a small business GSA FFS 70 contractor whose services represent best value to the Government. DFAS is considering quotes in order to decide which GSA Schedule contractor will receive a delivery order. That decisional process is being conducted under FAR Part 8 ordering procedures. In making the best value determination, the Contracting Officer may consider information provided in any quote submitted, as well as information in GSA FSS 70 contractors' catalogues, published price-lists and web-sites. In determining best value, the Contracting Officer may consider matters such as those set forth in FAR 8.404(b)(2), which include features of the service required for effective program performance, past performance, and price and any information provided within the quotation. This competition is not being conducted using FAR 15 procedures, and thus, the Contracting Officer is permitted to have substantive communications with individual contractors about their quotes without becoming subject to the policies and procedures of FAR Part 15 and without engaging in "discussions" or "negotiations" under FAR Part 15.
3. The Request for Quotation (RFQ) is due by 11:00 AM Eastern Standard Time on April 2, 2003. Please provide one copy marked "Original" and three copies of your quote plus one copy of your quote on either diskette or Compact Disk (CD). Your quote may be mailed or hand delivered to:

Lois Byrne
1931 Jefferson Davis Hwy
Crystal Mall #3, 9th Floor, Room 905
Arlington, VA 22240
4. All companies intending to submit a quote for this requirement should send an e-mail so stating by close of business on March 26, 2003 to Lois Byrne at lois.byrne@dfas.mil.
5. Offerors are required to submit a technical and cost quote stating their ability to accomplish the requirements that fall within the scope of the Statement of Objectives (SOO)(Attachment 1) identifying the labor categories and rates required to accomplish the tasks.
6. The Performance-Based Matrix (Attachment 2) contains five columns. Columns A, B and C are to remain as shown on the Matrix. Offerors may revise Columns D & E as part of their company's quote. The decision whether to leave Columns D and E as suggested by the Government or to make changes is up to the company. If a quote does not provide a revised Performance-Based Matrix (Attachment 2), it will be determined that the Offeror is not

suggesting any changes. If a revised Performance-Based Matrix (Attachment 2) is provided, making changes to only Columns D and/or E, that revised Matrix will be used in the evaluation of the quote.

7. The quote shall include a Contractor Work Breakdown Structure, a Performance-Based Statement of Work (to include performance tasks, performance standards, Quality Assurance Plan (QAP) for this specific project that describes how the Offeror's performance will be measured against the performance standards). The Performance-based Statement of Work shall specify in clear, understandable terms the work to be done in providing the services to be performed by the Contractor.

8. In addition to the information above, the proposal must provide all of the following:

- The Contractor shall provide past performance information showing three contracts for which they provided similar work as shown in the DFAS Statement of Objectives. A current point-of-contact with the company for which the services were performed shall be provided for each of the contracts to include a current phone number and e-mail address. Please state which, if any, of the three contracts were Performance-Based.
- The Contractor shall provide resumes for all Key Personnel proposed.
- Each Offeror shall submit a technical point of contact for their company (including phone number and e-mail address) who will be available to respond to any questions that the Government may have during the evaluation timeframe.

9. The Government also intends to check the Past Performance Information Retrieval System (PPIRS) (www.ppirs.gov) to review any information (if any) on the Offeror's past performance history.

10. Provide a complete price quote to include effort performed based on the Statement of Objectives (SOO)(Attachment 1) and the Performance-based Matrix (Attachment 2). Please ensure that your price quote is for the full 24 month period with the base year pricing and the Option pricing separated. The anticipated base year will be for the period of performance April 16, 2003 through April 15, 2004. The anticipated Option year will be for the period of performance April 16, 2004 through April 15, 2005. Note: the anticipated FFP delivery order shall be for the base year. The Government may extend the term of this delivery order by written notice to the Contractor at any time prior to expiration, provided, that the Government give the Contractor a preliminary written notice of its intent to extend at least 15 days before the delivery order expires. The preliminary notice does not commit the Government to an extension.

11. DFAS BUDGET AMOUNTS:

In order to facilitate understanding the Government's scope of work for this requirement, the following DFAS budget amounts for this requirement are provided.

DFAS budget amount for Base Year on delivery order (see note below) - \$179,318.08
DFAS budget amount for Option Year on delivery order (see note below) - \$184,431.64

Note – the DFAS budget amounts shown for the Base Year and Option are for the FFP delivery order, the reimbursable of Travel and Other Direct Costs (ODCs) (amounts shown on the Request for Quote (RFQ)), and any funding for incentives that may be provided to the Contractor.

INFORMATION PROVIDED REGARDING HOW BILLING WILL BE ACCOMPLISHED FOR THIS DELIVERY ORDER

12. For the base year, the delivery order amount for services will be equally divided for the first twelve months. The Offeror may invoice for the first 30-day period after that month has ended. Each invoice shall include the Other Direct Costs (ODCs) and travel amounts incurred during that month. At the end of the first twelve-month period, the Government will determine if monetary incentives or disincentives will be applied to the previous twelve-month period. If monetary incentives or disincentives will be applied to the previous twelve-month period, the last payment for the base year will be adjusted.

The three scenarios for payment after each twelve-month period are:

- The Offeror may receive up to an additional 8% of the total delivery order* awarded price as described in the PERFORMANCE-BASED MATRIX (Attachment 2)
- The Offeror's may have up to 8% of the total delivery order awarded price* deducted as described in the PERFORMANCE-BASED MATRIX (Attachment 2).
- The Offeror may receive the amount of the delivery order awarded price without any monetary considerations.

*Delivery Order price minus Government reimbursable travel and Other Direct Costs (ODCs) including G&A on those items)

Note: This requirement will have a one-year (twelve-month) option. The procedures used for the first year will also be for the Option Year

ADDITIONAL INFORMATION PROVIDED:

13. There will be a Plan of Action and Milestones (POA&M) meeting within 15 working days of delivery order award. This POA&M meeting will include both Government and contractor personnel. If a schedule slippage occurs after the establishment of the POA&M, due to the Government, the Offeror shall notify the Contracting Officer Representative (COR) within a ten calendar day period giving the specific circumstances as to how the Government's action or inaction delayed the Offeror. This is a Performance-Based Firm-Fixed Price requirement. The Offeror is required to provide the services at the price they proposed.

14. The effort to be performed will be at the Offeror's site; however, there will be occasions for travel to different DFAS sites. All travel will be provided at the convenience of the Government and in accordance with the DoD Joint Travel Regulations. All travel is cost reimbursable.

15. At this time, there is no requirement for the Contractor to connect Non-Government supplied workstations and printers to the Defense Finance and Accounting Service (DFAS) Enterprise Local Area Network (ELAN). However, if for any reason while the Contractor is on travel to Government sites this may be necessary, the Contractor must receive permission from the Government, as described in DFAS 8000-1R, Part B (Appendix A).

16. It is not anticipated that any special licenses will be required, however, if the Government determines that they are necessary, DFAS will provide funding for such licenses.

17. This Statement of Objectives (SOO) in no way transfers any inherently Government functions to the contractor. This order will be administered to ensure that basic decision making in the areas of policy and procedures; assignment and evaluation of organizational responsibilities; establishment of performance goals; priorities and schedules; program planning; budgeting, and fund allocation; source selection; and, program review and analysis are performed by the Government.

18. The following web site is provided **for informational purposes only** regarding Performance-Based Contracting.

- Guidebook for Performance-Based Services Acquisition (PBSA) in the Department of Defense (December 2000) <http://www.acq.osd.mil/ar/doc/pbsaguide010201.pdf>